



# The City of Morgantown

389 SPRUCE STREET  
MORGANTOWN, WEST VIRGINIA 26505  
(304) 284-7431 TDD (304) 284-7512  
[www.morgantownwv.gov](http://www.morgantownwv.gov)

May 27, 2015

**RE: V15-36 / Park & Madison Boutique / 407 High Street  
Tax Map 26, Parcel 85**

Dear Property Owner:

The City's Planning and Zoning Code requires notification of property owners within two-hundred (200) feet of a site where certain land development and/or land use decisions are required by the Planning Commission or Board of Zoning Appeals.

Shannon Coombs, on behalf of Park & Madison Boutique, has submitted a variance petition for property located at 407 High Street. A map is enclosed with this letter illustrating the location of the subject site.

The **Board of Zoning Appeals** will consider this variance petition at a public hearing on:

**Wednesday, June 17, 2015 at 6:30 PM  
City Council Chambers, City Hall, 389 Spruce Street**

---

## **Project Description:**

The petitioner seeks variance relief from Article 1369 as it relates to signage, which requires approval by the Board of Zoning Appeals.

---

Should you have any questions concerning this petition or require special accommodations to attend the hearing noted above, please call the Planning Division at 304-284-7431 or email to [shollar@cityofmorgantown.org](mailto:shollar@cityofmorgantown.org). Written comments may be submitted to this email address or by mail to the Planning Division address noted above.

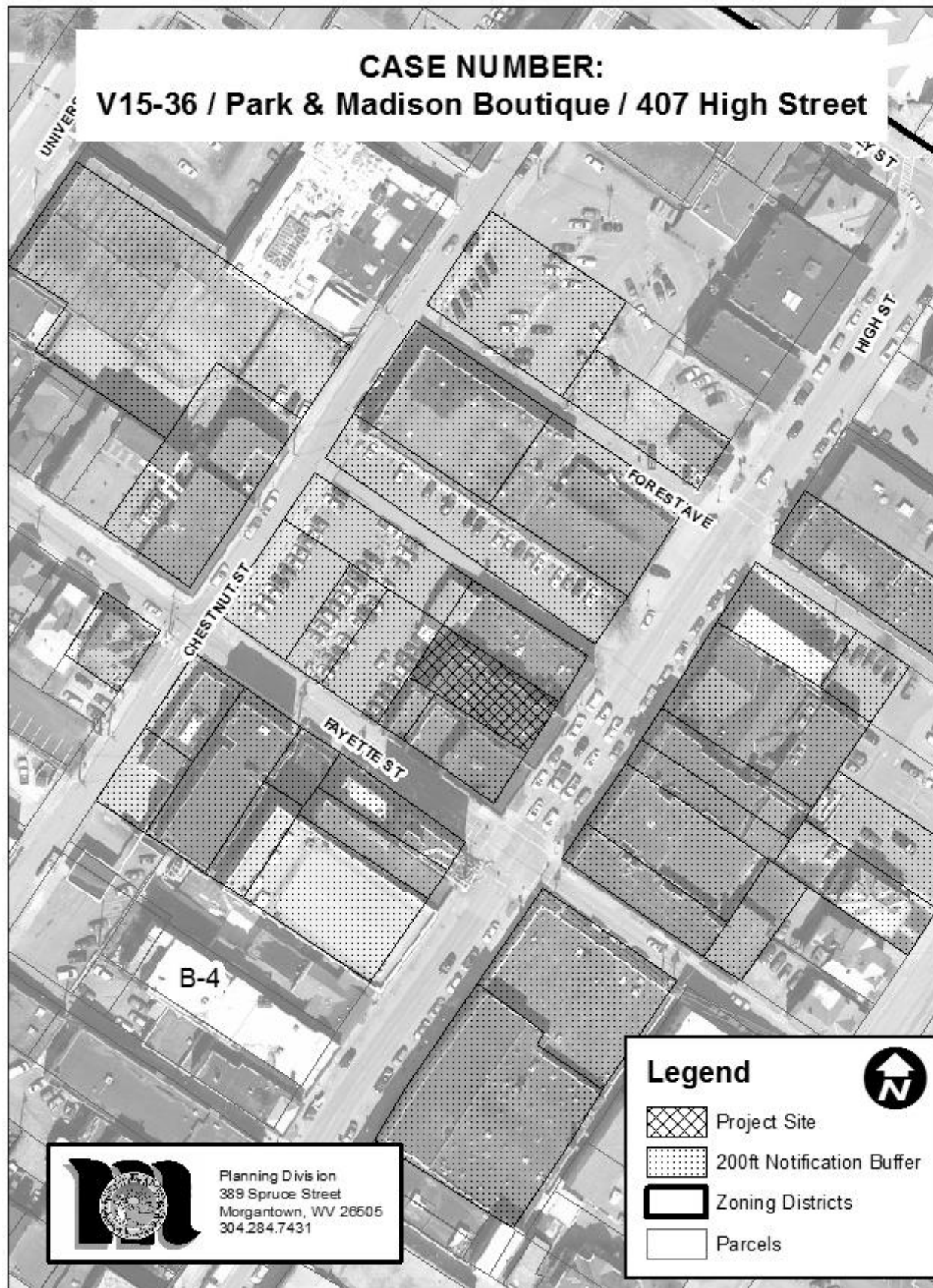
The agenda for this hearing and related staff reports will be posted on the City's website, [www.morgantownwv.gov](http://www.morgantownwv.gov), approximately one week before the hearing.

Respectfully,

Stacy Hollar  
Executive Secretary

Enclosure: Site map



**CASE NUMBER:**  
**V15-36 / Park & Madison Boutique / 407 High Street**



Planning Division  
389 Spruce Street  
Morgantown, WV 26505  
304.284.7431

**Legend**



-  Project Site
-  200ft Notification Buffer
-  Zoning Districts
-  Parcels